

Board of Directors



Minutes of the Regular Meeting

Superintendent Scheduled to Attend Board Meeting

Brad Neuenswander

Alternate: Andrew Gaddis

Date: July 17th, 2024

Location: Keystone Office, 500 E. Sunflower Blvd., Ozawkie, KS 66070

Time: 6:30 p.m. Call Meeting to Order

At 6:30 p.m., Board President Justin Finley called the meeting to order. Members present: Kelly Midgley, Terry Reiling, Jerry Barnes, Kelli Bottorff

Members Absent: Ramon Gonzalez, Dakota Davis, Jesse Nickelson

Others present: Doug Anderson, Executive Director; Belinda O'Dell, Assistant Special Education Director; Amy Conklin, Director of Special Education; Nikki Heiman, Assistant Special Education Director (via Zoom); Mollee Wilkerson, Human Resources Director; Brad Neuenswander, Jeff West Superintendent, and Connie Euler, Business Office/Board Clerk.

Election of Officers

1. Action - Election of Keystone Board President

Jerry Barnes made the motion to nominate Justin Finley for Keystone Board President. Terry Reiling seconded and the motion passed 5-0

2. Action - Election of Keystone Board Vice-President

Jerry Barnes made the motion to nominate Kelly Midgley for Keystone Board Vice President. Terry Reiling seconded and the motion passed 5-0

Terry Reiling made the motion to cease nominations. Jerry Barnes seconded and the motion passed 5-0

Monthly Action Items

ACTION

1. Approval of Meeting Agenda & Consent Agenda Items

Monthly Consent Agenda Items

Any Board member may request that any item be removed from this consent agenda to the regular agenda for action to be taken separately.

1. **Approval of Meeting Agenda**
2. **Approval of Minutes of Last Meeting**
3. **Approval of Bill & Claims**
4. **Approval of Cash Summary Report**
5. **Approval of Monthly Fund Transfers**
6. **Approval of Check Registers**
7. **Keystone Handbook Approval**
 (Keystone Staff Policy Handbook, John Dewey Learning Academy Student/Parent Handbook, Keystone Teacher Addendum, Keystone Para Addendum, Keystone Business Office Addendum, Mentor Handbook, Keystone Special Education Procedures, Keystone Emergency Plan)

ACTION

Jerry Barnes made the motion to approve the Meeting Agenda & Monthly Consent Agenda Items as presented. Kelli Bottorff seconded and motion passed 5-0.

Monthly Communications

1. **Receive Communications from Visitors Present:** None

Discussion Items

1. **Keystone Priorities**—Doug introduced Nikki Heiman as our new assistant director, discussed Ramon Gonzalez and Jana Farmer rotating off the Keystone Board and reported that Dakota Davis will be taking Jana’s place.
 - a. Budget summary - Doug reviewed the account balances and cash carryover.
 - b. Building update - Will be contacting an architect to finalize the cost and a surveyor to establish a need for variances. Discussed that new construction may not be completed before JDLA must vacate resulting in a possible need for a temporary location for students.
2. **Personnel :**
 - a. Vacancy/New Hire Report - Mollee went over how para flier has been great to advertise \$14 an hour. Still looking for 1.5 teachers, PLMS and PRHS .5. Social Worker for Oskie, 13 paras, part time nursing support at JW, and job coach.
 - b. Social Work contracts with Oskaloosa - Review agreement to share expenses for social work services.
 - c. Keystone teacher and teacher-para collaboration - Discuss proposal to ensure time for interprofessional networking. Creating PLCs for our teachers.
 - d. Principal training - Discuss proposals for quarterly meetings with building administrators. Opportunities to overlap training with special education and district leadership.

Executive Session

1. Kelli Bottorff made the motion for the Board to go into executive session for 10 minutes at 7:41 p.m. to discuss negotiations pursuant to the exception for salary negotiations for non

elected personnel under KOMA, with the open meeting resuming in the boardroom at ___7:51___ p.m., and inviting Keystone Administration to join this executive session per Board discretion.

Terry Reiling seconded the motion and motion passed 5-0

2. Kelli Bottorff made the motion for the Board to go into executive session for 10 minutes at 7:41 p.m. to discuss negotiations pursuant to the exception for salary negotiations for non elected personnel under KOMA, with the open meeting resuming in the boardroom at 7:51 p.m., and inviting Keystone Administration to join this executive session per Board discretion.

Terry Reiling seconded the motion and motion passed 5-0

3. Kelli Bottorff made the motion for the Board to go into executive session for 10 minutes at 7:41 p.m. to discuss negotiations pursuant to the exception for salary negotiations for non elected personnel under KOMA, with the open meeting resuming in the boardroom at 7:51 p.m., and inviting Keystone Administration to join this executive session per Board discretion.

Terry Reiling seconded the motion and motion passed 5-0

Open session resumed at 8:06

Action Items

1. Annual Reorganization of the Board

- a. The time and place for regular Board of Directors meetings will be the third Wednesday of the month at 6:30 p.m. at Keystone Learning Services, 500 E. Sunflower Blvd., Ozawkie, KS, unless otherwise noted. The proposed dates for the 2024-2025 Board of Directors meetings are as follows:

July 17, August 21st, September 18th, October 16th, November 20th, December 18th, January 15th, February 19th, March 26th, April 16th, May 21st, June 18th

- b. Clerk of the Board, Connie Euler; Deputy Board Clerk, Belinda O'Dell
- c. Treasurer of the Board, Doug Anderson
- d. KPERS Representative, Mollie Wilkerson; Alternate KPERS Representative, Sadie Beecham
- e. Compliance Coordinator for federal antidiscrimination laws, including Title VI, Title VII, Title IX, ADA and Section 504, Doug Anderson.
- f. Keystone attorneys: Kansas Association of School Board legal services and/or Sarah Loquist
- g. Official Bank Depository, Denison State Bank
- h. Official newspaper, Oskaloosa Independent
- i. The Board President, Board Vice President and the Assistant Directors of Special Education are authorized to sign checks.
- j. Early payment of certain bills, such as utility bills, can be paid prior to Board approval to avoid penalties for late payments or to obtain a discount for early payment
- k. Reimbursement rate for mileage will follow the State rate
- l. Establish petty cash fund with a limit of \$1,500.00 for Keystone Business Office per policy DJB
- m. Establish student activity fund per policy DK
- n. Establish teacher substitute pay at an \$125.00 daily for teachers in the districts, \$150.00 daily for teachers serving JDLA, the long-term sub rate will be based upon BS + 0 daily rate on the salary schedule retroactive after 10 consecutive days for all positions.
- o. Rescind all policy actions found in the minutes established during the 2023-2024 school year, per policy BDA
- p. Adopt all current written policies per policy BDA
- q. Adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for FY 2024-2025 – Resolution per K.S.A. 75-112a (a)
- r. Food Service Program Representative, Doug Anderson
- s. Approve federal state assurances for special education programs
- t. Adopt the 2024-2025 Keystone Calendar

u. Adopt the 2024-2025 JDLA Calendar

1. Annual reorganization of the Keystone Board of Directors.

ACTION

Terry Reiling made the motion to approve the Annual Reorganization of the Board, items “a” through “u,” as presented. Kelly Midgley seconded and motion passed 5-0.

2. Personnel Update-- Contracts and Resignations

Approval of the July 2024 Personnel Report

ACTION

Kelly Midgley made the motion to approve the personnel update as presented. Kelli Bottorff seconded the motion and motion passed 5-0.

3. Board Policy Rescinded due to Title IX Regulations on hold

ACTION

Kelli Bottorff made the motion to approve updates to Policies GAAC, GARIA, JGEC, and the addition of Policy JGECAA adopted by the board on June 19th, 2024, be rescinded and the previous versions of Policies GAAC, GARIA, and JGEC be readopted and approved. Kelly Midgely seconded and motion passed 5-0.

4. Social Worker Contracts with Oskaloosa

ACTION

Terry Reiling made the motion to approve the contracts with the Oskaloosa Social Workers as presented. Kelli Bottorff seconded the motion. Motion passed 5-0

5. Salary Schedule and Benefits

ACTION

Jerry Barnes made the motion to approve \$2400 on the base with a \$15 increase in the Board contribution to insurance or \$703.95/month. Kelly Midgley seconded the motion. Motion passed 5-0.

6. Building Plan - None needed

ACTION

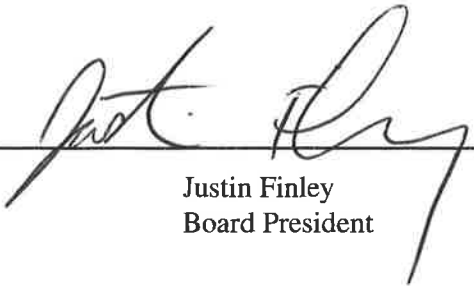
No action was taken

Miscellaneous Items from Board Members

- 1. Director’s Comments** – Doug shared the update regarding the admin retreat. Discussed the review of performance data, how to improve our communication and participate in more community activities.
- 2. Any Board Member Wishing to Speak** – Jerry wanted to thank Doug for the highlights and the summary of the highlights. Easton is putting it on the agenda and all board members read through it. Terry indicated Title IX training at KASB August 9th.

Doug thanked Justin and Kelly for taking the positions on the board.

Adjournment - At 8:25 p.m., the meeting was adjourned.



Justin Finley
Board President



Connie Euler
Clerk of the Board

Date 8/21/2024